



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN:

LAUNDRY SUPERVISOR II

SALARY RANGE	\$3,078 - \$3,856 per month <small>*The Starting Salary applies to those first entering State Service. The Maximum salary is typically for State Employees who meet the criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.</small>
TENURE/TIME BASE	Permanent/Full-Time* <small>*A Training and Development (T&D) Assignment will be taken into consideration when filling this vacancy.</small>
PROGRAM/DEPARTMENT	General Services
FINAL FILING DATE	Until Filled

DESCRIPTION OF DUTIES: Under the general direction of the General Services Administrator I, the Laundry Supervisor II is responsible for the planning, organization and supervision of the operations of the laundry and monitoring the receiving, marking, sorting, wrapping and distribution of laundry, assigning the work; gives instruction and training to all employees and re-assigned staff; is responsible for all aspects of the services provided by the laundry department, maintains services of delivery of clean laundry and pickup of soiled laundry throughout the facility; assists laundry staff with receiving, pick up and distribution of daily laundry; maintains records of all outgoing and incoming clean linen poundage. Other duties include project and estimates usage patterns, ensuring product quality and safety standards are maintained; responsible for purchasing/requisition of all laundry-related stock and inventory control; monitoring the quality, safety and condition of all linens, supervises and monitors the receiving, stocking and storage of all laundry inventory and related products; visits unit staff and managers to control usage patterns, determines customer satisfaction; provides and responds to customer service issues; monitors all incoming telephone calls and faxes to ensure timely response and that the Units needs are met. Other duties may include attending General Service's related meetings, keeping the General Services Administrator I informed of all aspects of the laundry, tracking attendance, scheduling employee time off; evaluates employee's performance and recommends appropriate action, provides progressive discipline; conducts departmental safety inspections, instructs and provides safety training to employees, ensures employees follow and comply with infection control policies and procedures; makes minor repairs on laundry equipment and machinery; is the liaison overseeing contractual obligations with Prison Industries Authority; keeping records and preparing reports.

WHO MAY APPLY: *A Training and Development (T&D) Assignment will be taken into consideration when filling this vacancy. Applicants must possess Civil Service Eligibility and meet the minimum qualifications of this classification to be qualified. Eligibility may consist of one of the following: list eligibility, lateral transfer, or reinstatement to state service. Applicants must indicate their eligible status in the title section of the Employment Application (STD. 678). For more information on the qualifications, please visit the California Department of Human Resources website at www.calhr.ca.gov. The STD. 678 may be obtained by visiting the Human Resources Office at Sonoma Developmental Center, other state agency human resources offices, or may be downloaded from the California Department of Human Resources website. Please mail or hand-deliver your application to the address indicated below. Appointments may be subject to Departmental Restriction of Appointment (DROA), State Restriction of Appointment (SROA), Surplus and Re-employment List procedures, pre-employment physical, drug screening, and fingerprint clearance. Applications will be reviewed and only the most qualified applicants will receive a selection interview. *(Faxed applications or resumes that are sent without an official STD.678 will not be accepted for any reason).*

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:

Sonoma Developmental Center
Human Resources - Personnel Examination Unit
P.O. Box 1493
Eldridge, CA 95431

(707) 938-6230 Contact Roseanne Groshan, HGSA-I for questions specific to essential functions of the position only. Civil Service Eligibility will be determined by the Human Resources analyst at the Sonoma Developmental Center.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.